Purpose

Use this procedure to create and add a dependent to an employee's current health plan.

Prerequisites

- Employee is currently enrolled into a health and/or life plan.
- The Fringe Benefits Management Company (FBMC) requires an approved Family Status Change request before a change is made to an employee's health plan deductions.

Menu Path

Use the following menu path(s) to begin the transactions:

- **PA30** - Human Resources ➜ Personnel Management ➜ Administration ➜ HR Master Data ➜ PA30-Maintain
- **HRBEN0001** - Human Resources ➜ Personnel Management ➜ Benefits ➜ HRBEN0001-Enrollment
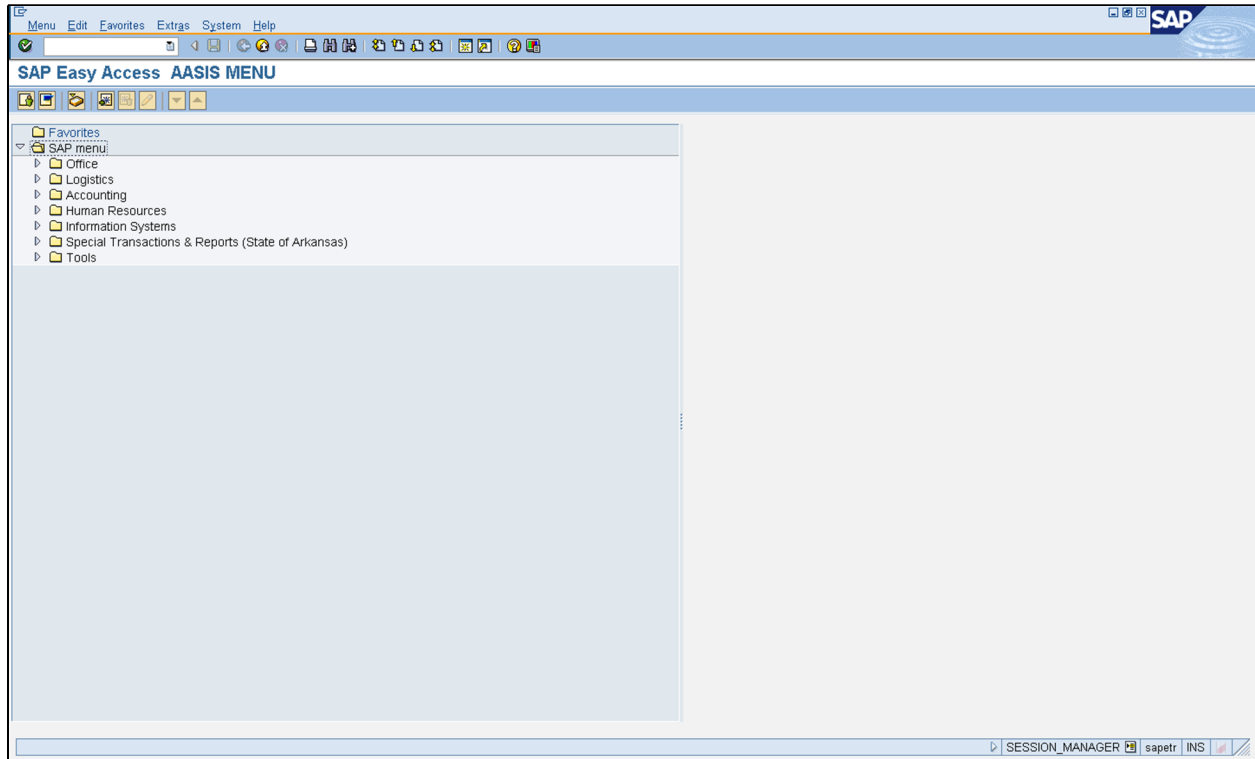
Transaction Code

PA30/HRBEN0001

Tips and Tricks

- Create **Family Member/Dependent record (IT0021)** with the start date which must be the 1st day of the month the coverage is be effective.
- The Adjustment Reason - **Family Status Change (IT0378)** is automatically created after a Family Member/Dependent record (IT0021) is created.
- To view the Family Status Change (IT0378) adjustment reason, select IT0378 and the display icon. The start date is the same date as the Family Member/Dependent record (IT0021) start date.
- If the employee has proof of other dependents not previously covered, they may also be added to their benefit plan.

Procedure

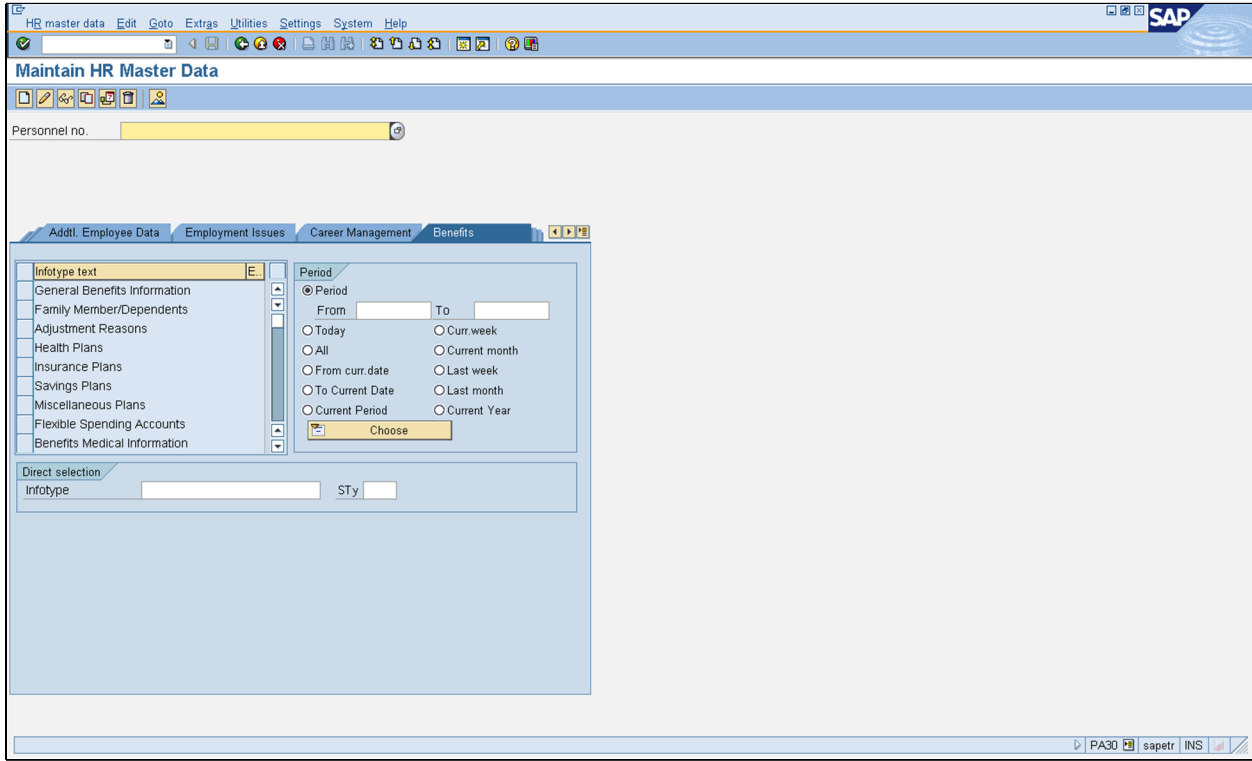**1.** Start the transaction using the menu path or transaction code.

SAP Easy Access AASIS MENU

2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter **Maintain HR Master Data** transaction. **Example:** PA30

Maintain HR Master Data

3. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter the employee's **personnel number.** **Example:** 1146

4. Click to select the **Family Member/Dependents** infotype ☐ .

5. Click **Create** ☐ .

Subtypes for infotype "Family Member/Dependents" (1)   15 Entries found

STyp	Name
1	Spouse
10	Divorced spouse
11	Father
12	Mother
13	Stepson
14	Stepdaughter
15	Newborn
2	Child
3	Court Appointed
4	Adopted Child
5	Guardian
6	Stepchild
7	Emergency contact
8	Related persons
9	Other

15 Entries found
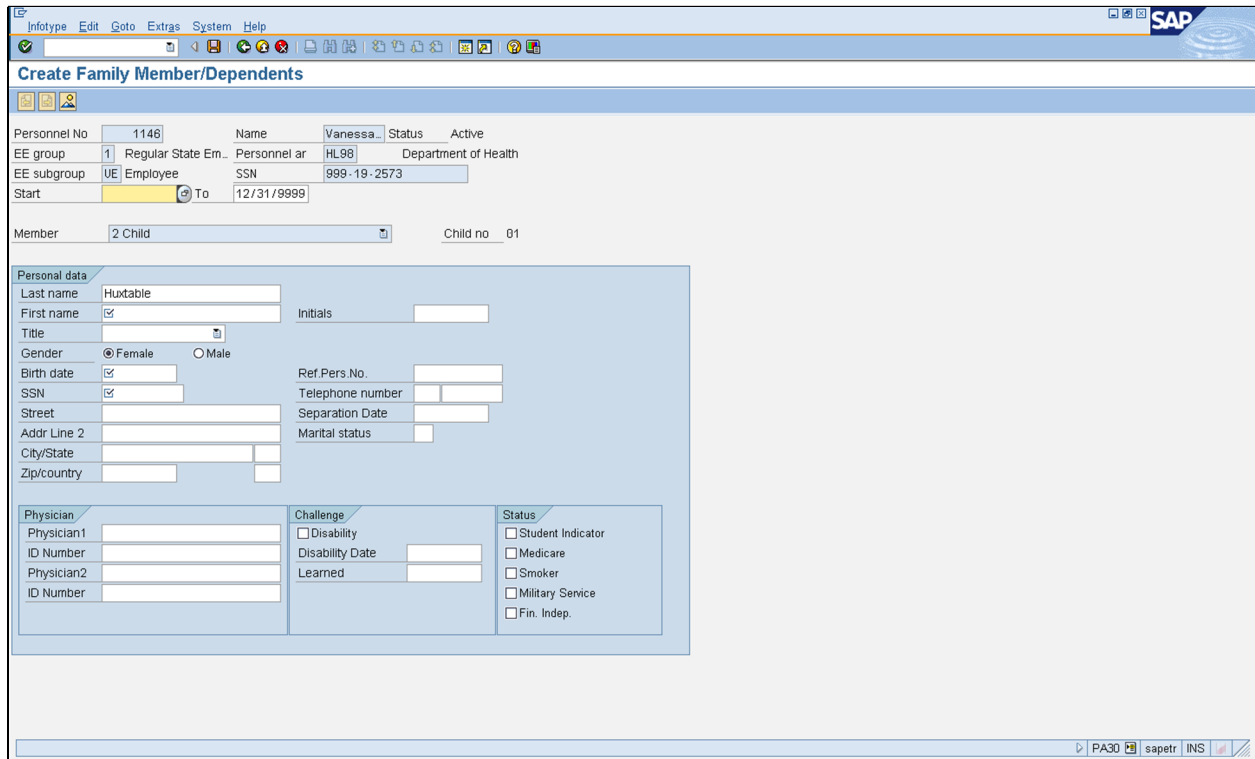
6.   Click desired **Family Member/Dependent**. **Example**: Child

> **NOTE:** For newborns, the subtype should be 'child'.

7.   Click **Copy** ✔.

Create Family Member/Dependents
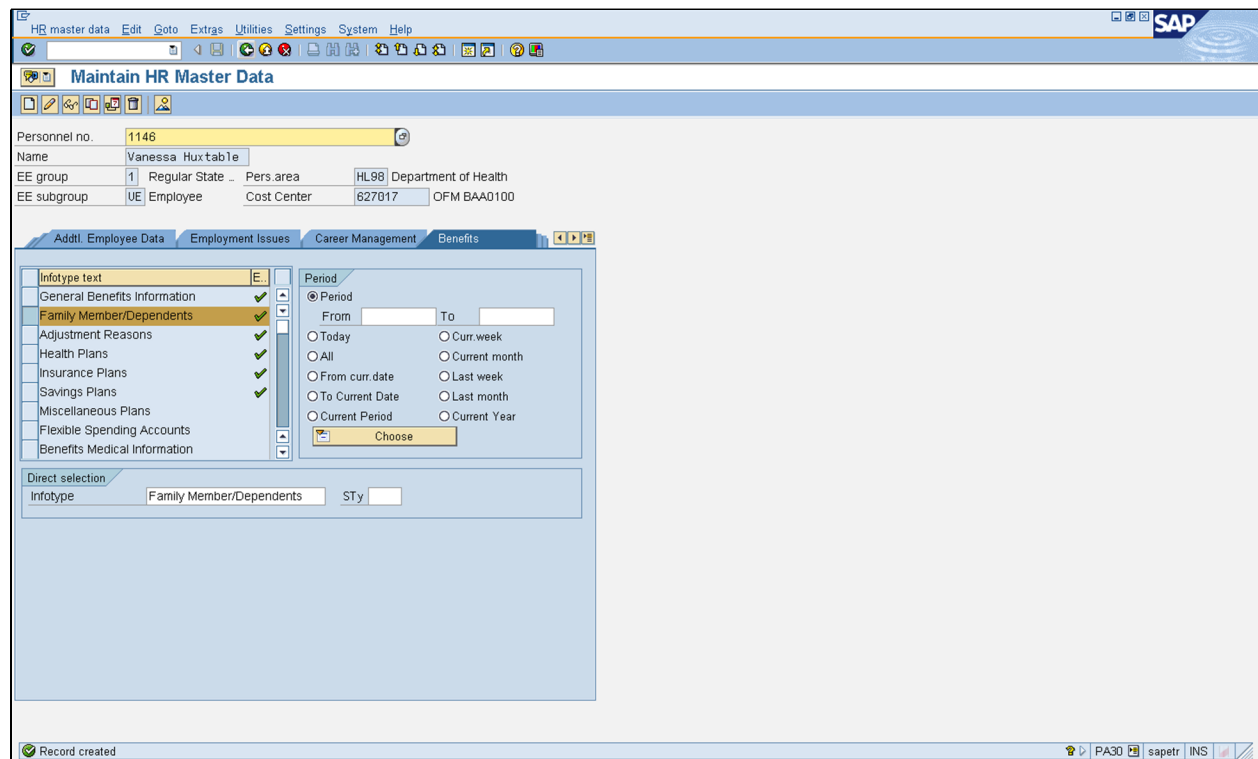
8. As required, complete/review the following fields:

Field	R/O/C	Description
Start	Required	Enter the 1st of the month in which the event occurred. **Example:** 06012010
First name	Required	Enter the first name of the employee's child. **Note:** If the last name of the child is different from the employee, delete and enter the correct last name. **Example:** Rudy
Birth date	Required	Enter the dependent's date of birth. **Example:** 06242010

Field	R/O/C	Description
SSN	Required	Enter the dependents social security number (SSN).
		If the SSN has not been provided, type in the default numbers until the employee receives one for the dependent.
		• Default SSN for newborn: 888-and the last six digits of the employee's SSN.
		• Default SSN for twin: 888-88-last four digits of the employee's SSN.
		NOTE: The correct dependent SSN must be replaced as soon as it becomes available.
		Example: 888-19-2573

9. Click Save 💾 .

Maintain HR Master Data

10. Click Back 🔙 to return to previous screen.

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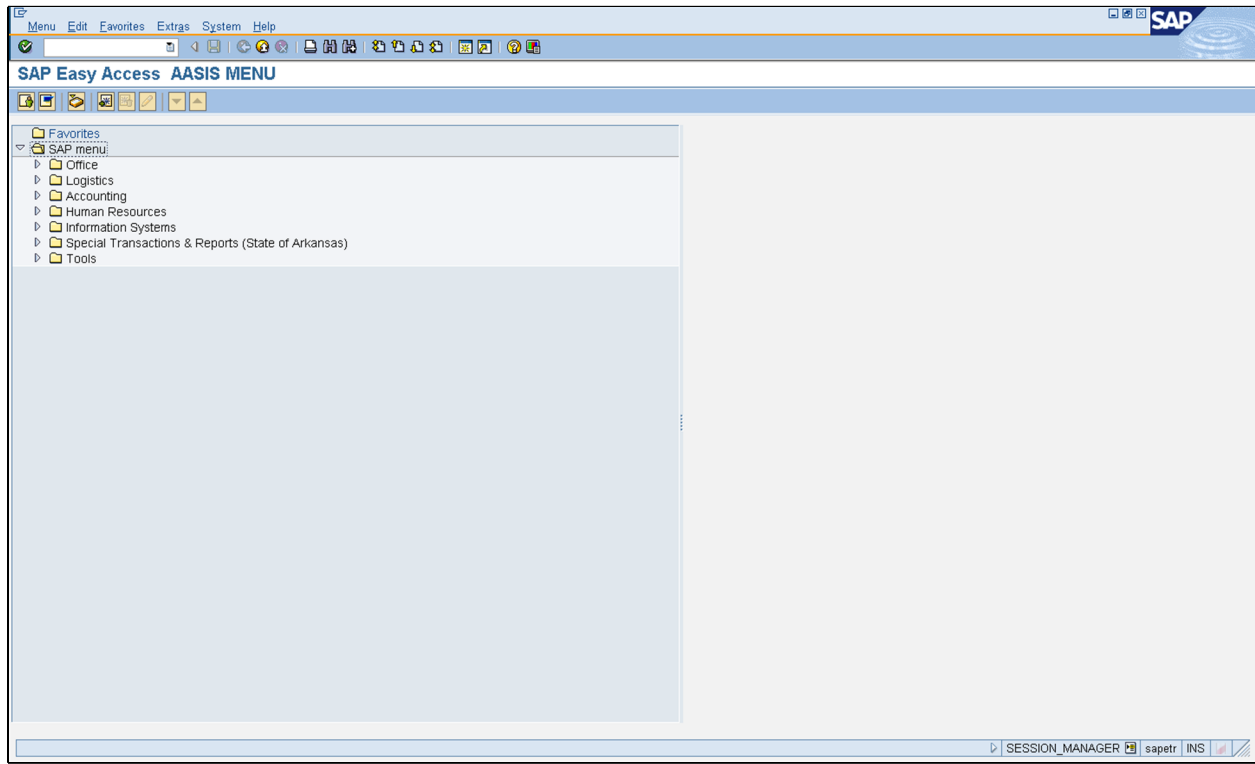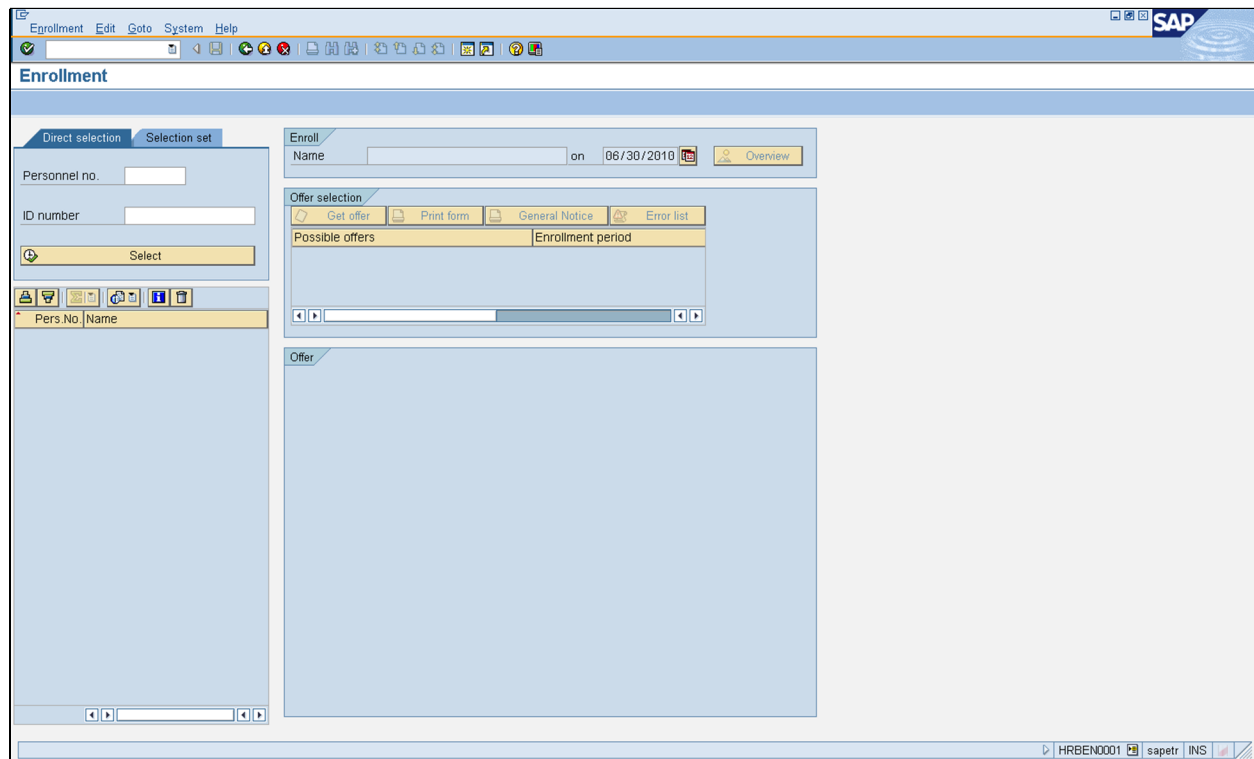
11. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter the **Enrollment** transaction **Example:** HRBEN0001

12. Click Command Field text box [🔲] .

13. Press "Enter".
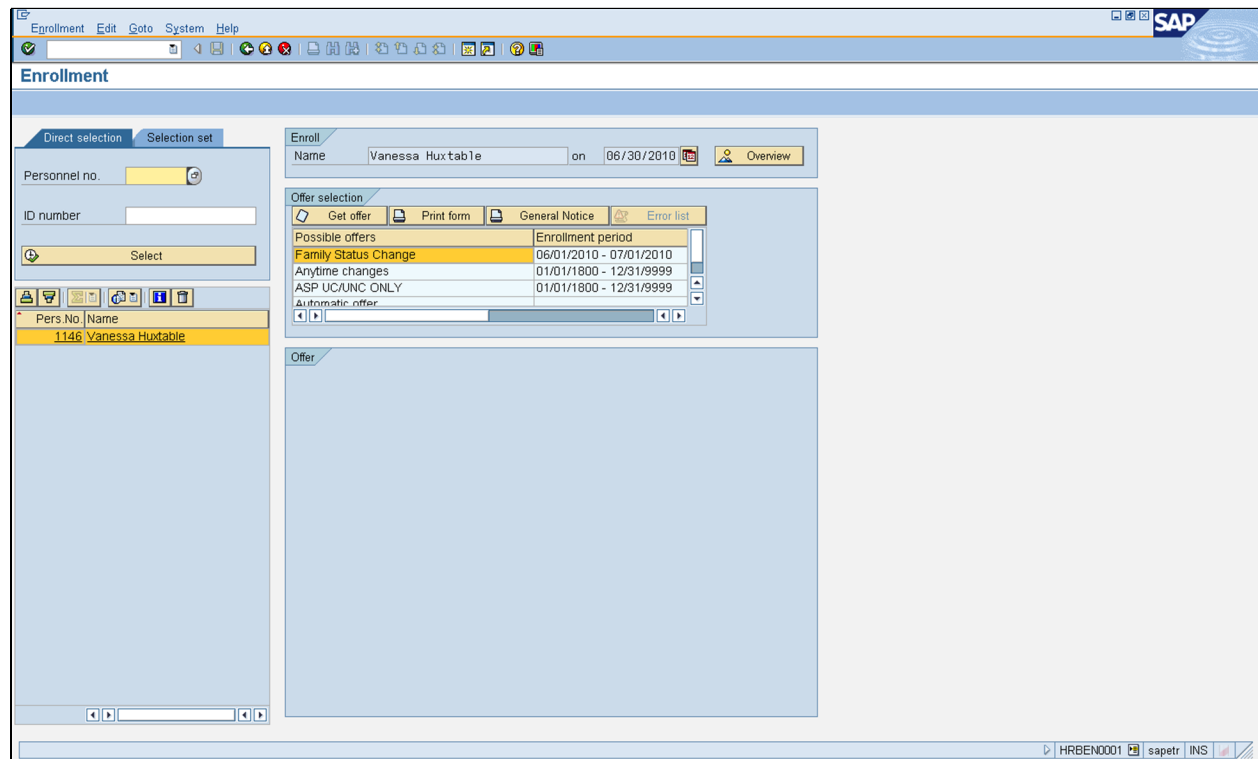
Enrollment

14. As required, complete/review the following fields:
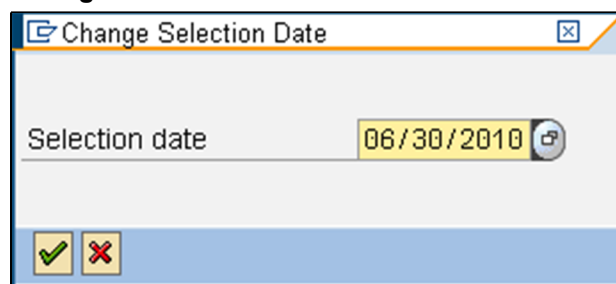
Field	R/O/C	Description
Personnel no.	Required	Enter the employee's **personnel number**. **Example:** 1146

Enrollment

15.   Click **Change date** 🔳.

Change Selection Date
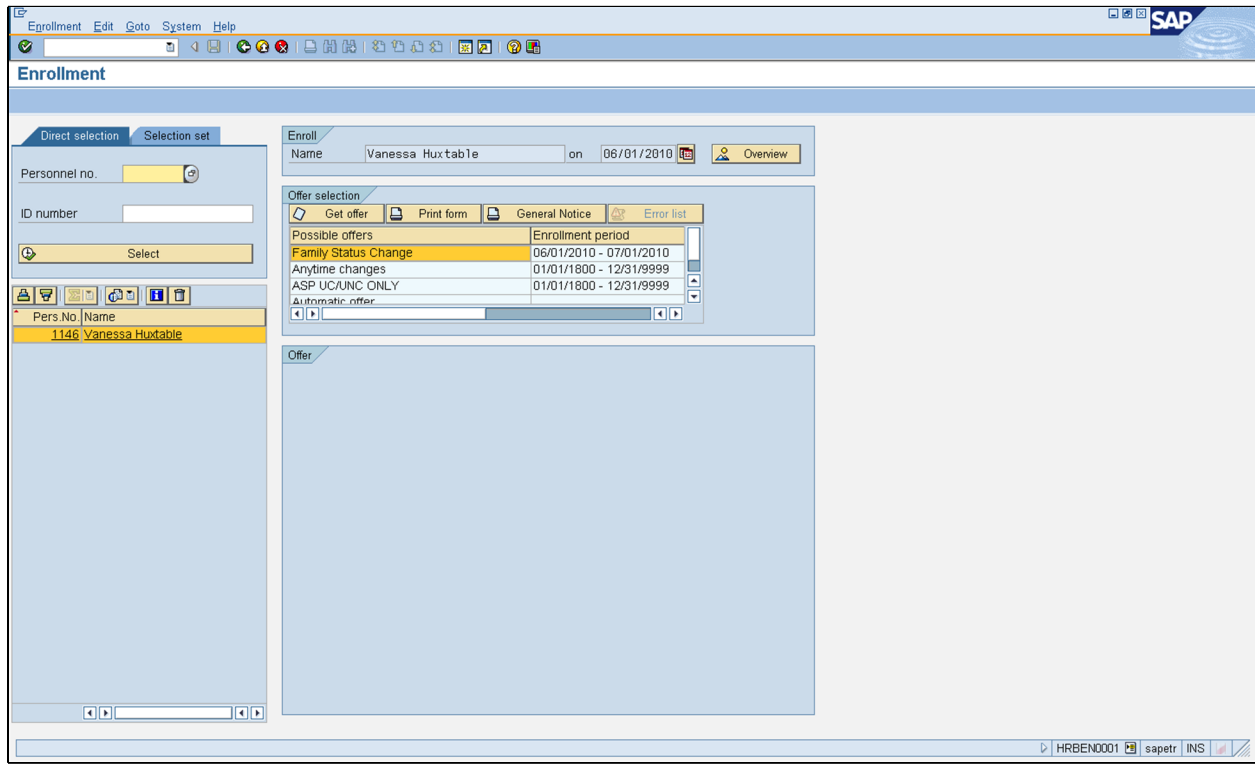
16.   As required, complete/review the following fields:

Field	R/O/C	Description
Selection date	Required	The Change date should be the same date as the Family Member/Dependent's effective date which is the 1st day of the month the event occurred **Example:** 06012010

17.   Click **Continue** ✅.

Enrollment
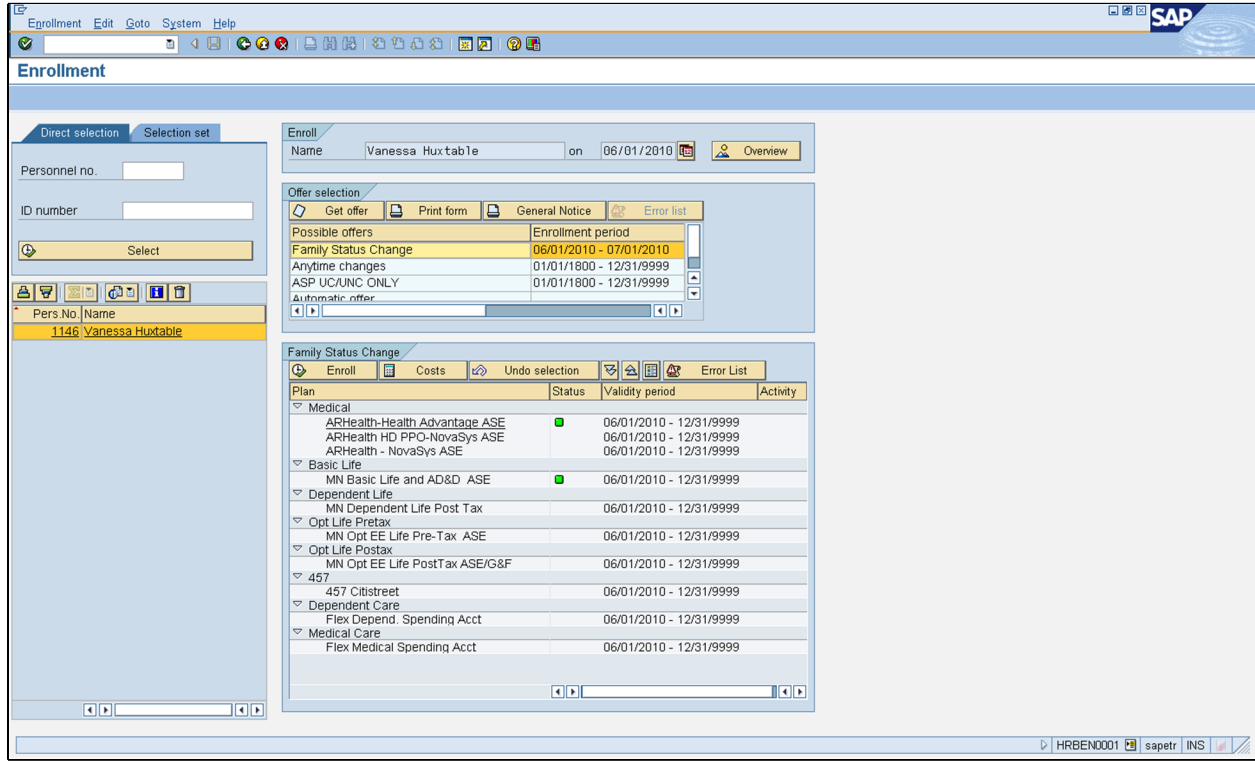
18. Double-click *Possible offers* text box Family Status Change.

Enrollment

19. Select the health plan into which the employee is currently enrolled.

The employee's health plan will have a green box as the status to indicate enrollment. A pop-up box will appear for the chosen plan.

Maintain Health Plan

20. Select **Dependents tab** Dependents.

Maintain Health Plan

21. Click check box [☐] to select the dependent.

22. Select **Option tab** [Option].

Maintain Health Plan

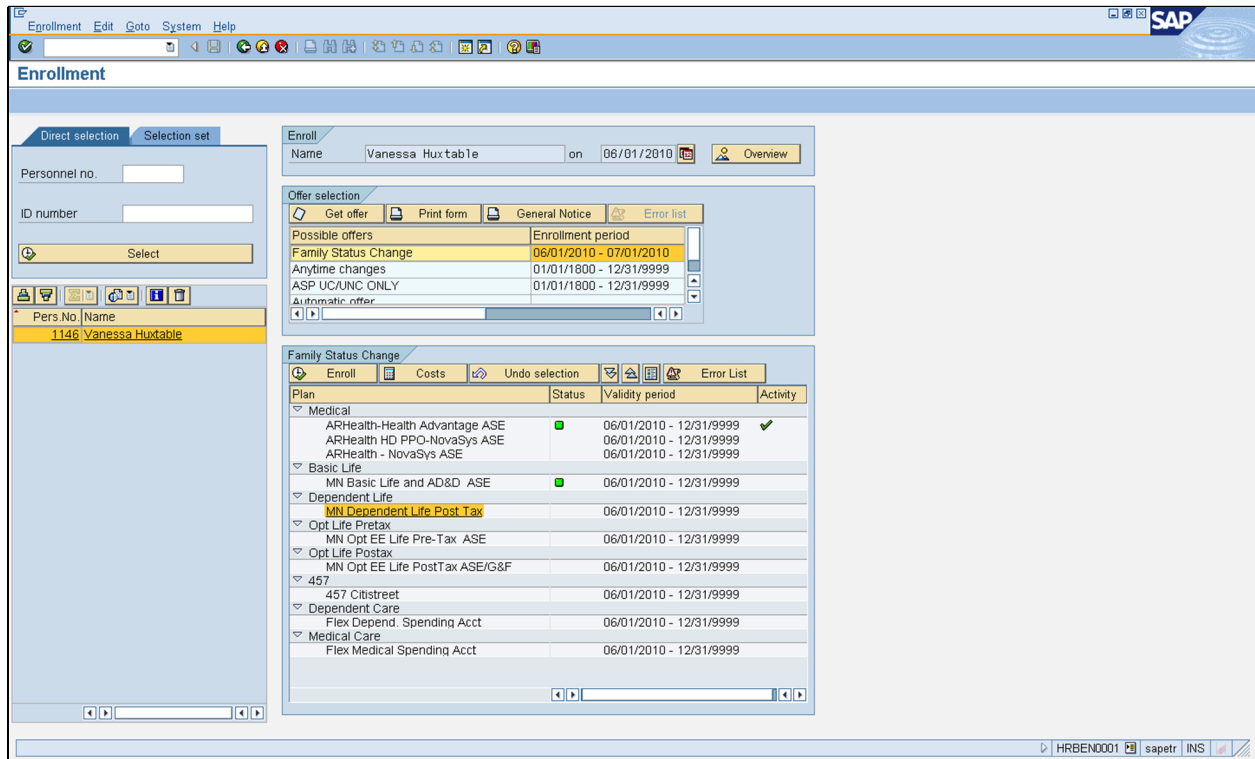**23.** Click **Dependent Cover** drop-down to select the correct coverage.

Maintain Health Plan

24. Select the appropriate **dependent coverage** based on enrolled employee/dependents.

25. Click **Accept** ![Accept button] .

Enrollment

26. Click **Enroll** 　Enroll　.

Confirmation of Selected Actions

Confirmation of Selected Actions				⊠
List of Plans				
Activity	Plan	From	To	
Change	ARHealth-Health Advantage ASE	06/01/2010	12/31/9999	

⊕ Enroll   **✖ Cancel**

27.   Click **Enroll** ⊕ Enroll to complete the process.

Desktop

Enrollment	⊠
ⓘ Enrollment completed successfully	

Continue   🖶 Confirmation

28. Click **Continue** Continue to complete the process.

The Confirmation letter may be printed for the employee to view by clicking **Confirmation.**

Next Steps

Employee should receive a copy of their Confirmation letter within 30 days of enrollment to ensure all plans are correct.

To print Confirmation letter displaying the employee's catch-up amounts for health and/or life plans, go to transaction **HRBEN0015**.

Summary

You have successfully completed a Family Status Change.